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WAR FOOD ADMINISTRATION  
Office of Marketing Services  
Washington 25, D. C.

July 1, 1945

SPECIAL COMMODITIES BRANCH MEMORANDUM NO. M-5

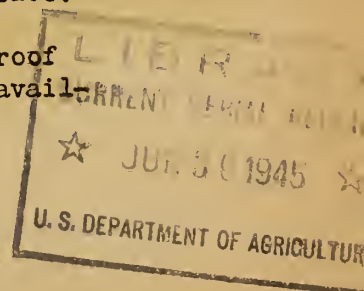
To: All Divisions and Sections, Special Commodities Branch  
From: H. C. Albin, Chief, Special Commodities Branch  
Subject: Processing Applications for Food Machinery and Construction

PART I - POLICY

While there has recently been some relaxation by the War Production Board in approving priority applications for food machinery, it is still necessary to have formal approval from that agency, and it is still the responsibility of the commodity branches of the War Food Administration to analyze and appraise each application referred to them before final action is taken.

In making an appraisal of an application, the following should be considered:

- I. It is the policy of this Branch to approve all priority applications in the following cases; provided that no expansion is contemplated and the applicant indicates that an attempt has been made to obtain used equipment or materials:
  - A. For the replacement of materials or construction damaged or destroyed by fire, flood or other natural causes.
  - B. If a large amount of equipment or materials will be wasted because of the lack of a small amount of materials or equipment.
  - C. If the applicant is being forced to vacate present location. Applications of this type must be supported by:
    1. A photostatic copy of the notice to vacate.
    2. Letters from responsible realtors as proof that other suitable buildings are not available in the area.



- D. If the project is necessary because of government health and safety regulations, or to comply with federal, state or municipal laws and ordinances.
  - E. If the applicant cannot continue in business if priority assistance is not granted.
- II. Unless it is evident that the application is due to the requirements of a Government agency, the following types of projects should be denied:
- A. If the project requires considerable construction and manpower and facilities are not available without interfering with more essential operations.
  - B. If the applicant can continue to operate as he has in the past.
  - C. If the application is for expansion.
- III. If the equipment or materials necessary are just for temporary relief, the application should be denied unless the war effort would be seriously impeded if the equipment or materials are not supplied.
- IV. With the exceptions noted in (I) above, no application should be approved unless the project is a definite contribution to the war effort or a war food program.
- V. Applications requiring Government financing or amortization of the project should not be recommended for approval unless the equipment is to be used in manufacturing a product for the benefit of the Federal Government.
- VI. Applications for construction for post-war expansion, or for desirable but not urgent plant improvement, should be deferred.

The above list of factors to be considered in analyzing an application is not complete, since it would be impossible to cover all of the various situations which will arise from the many different industries for which this Branch has the responsibility for recommending facilities and materials. It should also be understood that no one factor is, in itself, sufficient basis for decision of disposal of a given application. Much must necessarily be left to the judgment and technical knowledge of the commodity man in considering applications upon their own merits and due consideration should be given to the recommendation of the War Production Board field office and the Area Production Urgency Committee.



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PART II - PROCEDURE

Division Chiefs and commodity representatives authorized to make recommendations on priority applications shall observe the following procedures with regard to the various application forms:

1. FORM WPB-617, FORM WPB-1319

Prepare a memorandum for the signature of the Branch Chief, addressed to Dudley B. Harde, Acting Chief, Priorities and Allocations Branch, Office of Materials and Facilities. The recommendation for approval or denial of the application shall be based on the following:

- (1) Description of proposed facilities.
- (2) Total cost.
- (3) Production increase which will result and why facilities are necessary.
- (4) Is the product needed by Lend-Lease, Army, or what?
- (5) Why cannot other structure or facility be utilized instead of proposed structure or facility?
- (6) What critical material should be deleted?
- (7) What equipment should be deleted?
- (8) Recommendation and remarks.

This memorandum shall be submitted in an original and one white copy, and will include the name of the person preparing the recommendation, by inserting the following statement in each memorandum: "Any questions regarding this recommendation may be addressed to \_\_\_\_\_, Special Commodities Branch, OMS."

If the WPB-617 application is accompanied by an application for a certificate of necessity, the commodity representative may recommend action on both applications in the same memorandum, whether or not the recommended action is the same for the two applications. The reasons for recommending approval or denial of a certificate of necessity shall be set forth in detail.

The OMF has adopted a form letter to be used in recommending WPB-617 and 1319 priority applications originating in the field. When such applications are received, the applicable recommendation should be checked and the form initialled in the lower left-hand corner by the commodity representative. The form will then be routed and cleared in the usual manner.

2. FORM WPB-541, FORM WPB-3131

In the space titled "For Use By First Reference Division," check the appropriate adjective rating on Page 4 of the duplicate application (for WPB-3131, Page 3 of the copy marked "File Copy"). Initial in the block marked "Initials" in the upper right-hand corner of the space.

The space marked "Signature" must not be used, since it is reserved for the appropriate analyst of the Office of Materials and Facilities.

The Authorities and Procedures Section shall receive and maintain controls over all incoming and outgoing priority applications. All of the above applications, except those requiring an exchange of correspondence or other investigation, will be expected to clear within 24 hours from time of receipt.

Outgoing applications shall be routed to (1) Division Chief, (2) Assistant Branch Chief, (3) Chief, Authorities and Procedures Section.